

June 1, 1964

"How to Purchase Desks," George E. Kievning; "How to Purchase Chairs," Frank J. O'Connor; "How to Purchase Files," Jack Driscoll. The Office, 59(5), May, 1964, 75ff.

Adapted from papers delivered at a symposium at annual convention of the National Association of Purchasing Agents. Discusses points of construction to be considered in making choice (includes illustration of chair with 23 different points on which choice might be made.) Considers various materials and finishes and gives advantages, disadvantages of each. Relates furniture to uses possible with various designs, styles, sizes. Stresses proper installation and service (are chairs adjusted to fit individual? desks level? tops at proper height? etc.).

"Microfilm as a Systems Tool," Ernest P. Taubes. National Micro-News, 68, February, 1964, 151-69.

Traces the development of the use of microfilm by libraries, government, and industry. Discusses trends, including that toward microfiche (sheet microfilm). Considers equipment available for reading and rapid printing from film. Categorizes commonly filmed items such as: transaction records, business records, documents, and engineering records. Discusses high-speed retrieval systems: FOSDIC, Miracode, Filmorex, Minicard, Media, Walnut, etc.

"Updating the Facts About Office Copiers," Walter A. Kleinschrod. Administrative Management, 25(3), March, 1964, 28-48.

For 189 currently available copiers, gives following data: manufacturer, price, process, size and weight, size of original to be copied, warm-up time, types of materials which can be copied, method of exposure, type of copy paper, steps in copying, and methods of fluid storage. Lists more than 30 machines which can copy pages of bound books. Also summarizes trends in the industry during past year.

"Lighting in University Libraries," Robert T. Jordan. UNESCO Bulletin for Libraries, 17(6), November-December, 1963, 326-36.

Discusses daylighting and problems associated with windows; varieties of artificial light sources; types of fixtures; recommended qualities and quantities of light; desirable controls, and relationship of lighting to air conditioning. Suggests that planning of lighting "accounting for 4 to 14 percent of the total building budget" requires the service of a full-time independent lighting consultant when the building is being planned. Bibliography.

EVALUATION OF LIBRARY EDITIONS: "Librarians Want Standards They Can Trust," Jean Karl; "Content, Not Binding, Determines Book Worth," Anne IZard; "Library Quality Spills into Trade Editions," Kenneth W. James. Book Production Magazine, 79(3), March, 1964, 63-65.

Papers presented at a forum discussion at the Trade Book Clinic of the American Institute of Graphic Arts, held January, 1964, in New York. Karl reports a survey conducted to determine practices and preferences of librarians in regard to types of binding. IZard stresses the need for satisfactory trade editions for those uses where a heavier "library" binding is not required. James calls for uniformity of specifications to aid both the producer (binder) and consumer (librarian).

"Mechanization of Library Procedures in the Medium-sized Medical Library: II. Circulation Records," Irwin H. Pizer, Isabelle T. Anderson, and Estelle Broadman. Bulletin of the Medical Library Association, 52(2), April, 1964, 370-85.

Utilizing equipment and supplies for a Bookamatic circulation control system already available, and IBM equipment in the Computer Center of Washington University, a system has been developed which permits faster access to information needed for locating books in circulation, and for processing overdues on an end-of-semester basis without major disruption of files. Plastic borrowers' cards are assigned to faculty, staff, and students: faculty and staff cards bear University payroll numbers, and students are numbered serially by class.

"The Lamination of Documents," A. E. Werner. Journal of Documentation 20(1), 25-31.

Discusses some recent advances in document lamination, which have different applications according to the type of material and the degree of care which must be taken. Considers needs and means of deacidification; reports results of laboratory tests made to determine effect of deacidification and lamination (Barrow process) on strength of documents. Describes a process of solvent lamination evolved at the National Archives of India, which does not require purchase of expensive equipment, and which may be particularly suited to the small archival workshop.





**B***eginning  
in January 1965*

## LIBRARY TECHNOLOGY REPORTS

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## THE IDEA OF *Library Technology Reports*

came out of a direct query to American librarians in a series of regional meetings. Librarians were asked how LTP could improve and expand its services to the library profession. The response: "Make LTP a clearinghouse for the collection and dissemination of information on a wide variety of library equipment and operations. Create an information service on a standing-order basis which will make it easier for librarians to keep abreast of developments in library technology."



## WHAT THE *Library Technology Project* DOES

*LTP has completed or is working on projects in its five program areas, as follows:*

**TESTING AND EVALUATION.** Library equipment and supplies evaluated by *LTP* include: Office-type quick laminating machines; library adhesives and adhesives for labeling; catalog card stock; electric erasers; film coatings; record players equipped with ear-phones; casters for book trucks which must be moved over carpeting. A basic study of machines for copying from bound volumes has been completed and new models will be evaluated as they appear on the market. Another project evaluated microfilm reader-printers suitable for library use and testing of this equipment will continue. An investigation of microfiche, and the preparation and publication of a *Manual of Library Furniture*, and a handbook on floors and floor coverings for libraries are current projects.

**STANDARDIZATION.** Through *ALA's* sponsorship of American Standards Association Sectional Committee Z85, *LTP* is working to develop standards for steel bookstacks, library furniture, including wood bookstacks and steel furniture, and library supplies.

Another long-term project is concerned with the development of performance standards for library binding.

**RESEARCH AND DEVELOPMENT.** *LTP* projects have developed a new book marking system, a manuscript marking ink, and a borrower-participation charging device for which patent and marketing negotiations are under way. Pamphlet boxes developed by *LTP* are being sold by at least two library supply houses. Field testing of a prototype of a reusable shipping container is nearing completion. Improved containers for archival materials are under development.

**SYSTEMS STUDIES.** *LTP* has completed two systems studies, one a comprehensive study of circulation control systems and the second a study of catalog card reproduction methods.

A major study resulted in a guide to the physical protection of the library and its resources and library insurance, including a model insurance policy for libraries.

**TECHNICAL INFORMATION SERVICE.** This service provides librarians and others with objective information and assistance on library supplies and equipment. The service is given by mail, telephone, or through personal visits.



# Objectives OF THE LIBRARY TECHNOLOGY PROJECT

Officially designated by the original grant from the Council on Library Resources as "A Program for Testing and Standardization of Library Equipment, Supplies, and Systems," the Project has as its objective the exploration of ways and means by which modern technology and the principles of scientific management can be used to solve some of the administrative problems of libraries. A further objective is to disseminate the results of LTP's studies and investigations as widely as possible to the library profession.

## MEETING THE OBJECTIVES

*The Library Technology Project—*

- 1 Tests and evaluates library equipment, supplies, and systems
- 2 Develops new or improved items of library equipment
- 3 Attempts to promote improvements in existing equipment by calling desirable modifications to the attention of the manufacturers
- 4 Works to develop performance standards for library equipment and supplies to improve the quality of library products
- 5 Provides an individualized information service to the library profession so that results of LTP research may be utilized as effectively as possible



# *Library Technology Project* *study areas* — A PARTIAL LIST



Book marking  
Furniture testing  
Circulation control systems  
Photocopying equipment  
Catalog card stock



Binding performance standards  
Card holding devices  
Archival containers  
Fire and insurance protection  
Permanent/durable paper



Catalog card reproduction  
Adhesives  
Film coatings  
Record players  
Shipping packages



Library furniture  
Floors and floor coverings  
Casters for furniture  
Electric erasers  
Plastic book jackets



Catalog card trays  
Wood shelving  
Steel shelving  
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